



Kentucky Department for Libraries and Archives
Local Records Program

Grant Application

Please review *Local Records Grant Guidelines* and consult with your *Regional Administrator* before completing this form. Use extra sheets if necessary and attach three written, itemized, project bid proposals for each project section. Please send the completed forms to:

Local Records Branch
Kentucky Department for Libraries and Archives
P.O. Box 537
Frankfort, Kentucky 40602-0537

Part A: Contact Information

Applicant Name: Rhonda Taylor
Applicant Title: Pike County Clerk
Office Address: 146 Main Street
Pikeville, KY 41502
Phone Number: (606) 432-6211
Email Address: rhondak.taylor@ky.gov
Federal ID Number: 61-0600439

Part B: Project Summary

Total Funds Requested: \$ 269,821.00

Please provide a complete description of the proposed project. Describe the project scope and the anticipated finished product(s). Explain why these records were selected for preservation as well as their historical significance and relevance to the community. Provide proposed methods for handling the records to ensure they conform to generally accepted archival and records management standards. See the guidelines for additional examples and attach additional sheets, if needed.

The office of the Pike County Clerk seeks to security microfilm 44 marriage books, a general index to all recorded instruments and to digitize 295 marriage books. The books and index range from 1866-2018 and are in fair to excellent condition. These books contain some of the oldest marriages and oldest indexing entries of the county. These records are historically significant and are accessed daily by researchers, genealogists, historians and the general public. This project will result in the creation of approximately 9 rolls of security microfilm which will be stored in KDLA's vault. In addition, we estimate that over one-hundred thousand images will be uploaded into indexing/imaging system. This will allow for faster and more efficient retrieval of vital county information for the public and the office staff, and will greatly reduce the wear on the original records which significantly aids long-term preservation and security.



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 1

Vendor Name: DRMS
Vendor Address: P.O. Box 7256
Paducah, KY 42002
Vendor Phone and Email: (270) 443-1610 / ben.gurrola@drmsusa.net

Purpose: Security Microfilming ☒ Digitization ☐ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Microfilm (16mm) 44 marriage books #282-325	1998-2018	L1234	\$28,877.00
Microfilm General Index to Recorded Instruments (16mm)	1822-2018	L1318	\$4,655.00
Diazo Cost for <u>32</u> Copies			\$474.00
Quality Control (Add 12.5% of the microfilming cost)			\$4,192.00
Total Cost			\$38,198.00

Section 2

Vendor Name: DRMS
Vendor Address: P.O. Box 7256
Paducah, KY 42002
Vendor Phone and Email: (270) 443-1610 / ben.gurrola@drmsusa.net

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Shelving</i>	<i>N/A</i>	<i>N/A</i>	<i>\$9,040</i>
Digitize 22 marriage books #286-307	1999-2009	L1234	\$15,909.00
Diazo Cost for <u>NA</u> Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$15,909.00

****Please Attach Additional Sections, if needed.****



Kentucky Department for Libraries and Archives
Local Records Program

Plan of Work

Please list preferred project vendor(s) for each section, vendor addresses, and vendor phone numbers. (If not selecting lowest bid proposal, please attach a justification.)

Section 3

Vendor Name: DRMS

Vendor Address: P.O. Box 7256
Paducah, KY 42002

Vendor Phone and Email: (270) 443-1610 / ben.gurrola@drmsusa.net

Purpose: Security Microfilming ☐ Digitization ☒ Conservation ☐ Codification ☐ Salary ☐ Equipment/Supplies ☐
(Select all that apply)

Records	Date	Series	Cost
<i>Example: Deed Books A-Z</i>	<i>1799-1858</i>	<i>L1317</i>	<i>\$6,255</i>
Digitize 273 marriage books #5-277	1866-1997	L1234	\$215,714.00
Diazo Cost for NA Copies			NA
Quality Control (Add 12.5% of the microfilming cost)			NA
Total Cost			\$215,714.00



Kentucky Department for Libraries and Archives Local Records Program

Commitment of Local Government:

Explain the local government's commitment to a comprehensive records management program (appropriate disposition of records, designation of a records officer, and training of records personnel in records management techniques). Please detail how your office will commit resources to this project (adequate office, storage or working space; personnel; supplies; equipment; or a monetary contribution).

The office of the Pike County Clerk is committed to a comprehensive records management program. We work closely with our regional administrator Jack Arnold on records management activities (storage, destructions, training, etc) and the development of local records grant applications. We use the County Clerks and the General Schedule for Local Governments records retention schedules to determine appropriate retention and disposition of our office's records. We have designated staff that assist with records storage and destructions. We are committed to this project and will provide office work space and any other resources that may be necessary to complete project objectives. Dedicated staff will review records before and after microfilming and digitization to ensure quality.

Are these records stored in secure, fire resistant facilities? If no, please explain how the project will safeguard the records in questions.

Yes ☒ No ☐

Is access to these records in compliance with the state's Open Records Law (KRS 61.870-876) and in an area with proper security and supervision? If no, please explain how this project would ensure compliance.

Yes ☒ No ☐



Kentucky Department for Libraries and Archives Local Records Program

Part C: Project Outcomes

1. How will this project ensure the preservation of and/or increase public access to these records? What benefit will this project be to your agency and community? How will you disseminate information about this project and its outcomes to the public?

This project will ensure that marriage records from 1998-2018 and our system index (1822-2018) will be preserved and the security microfilm will be stored at the KY Dept for Libraries and Archives. Additionally, a complete record of marriages recorded in our county from 1866-2018 will be added to our imaging and indexing system. This will provide additional security for these records and will reduce wear on the original record. If grant is awarded, we will post information about this project and its impact and significance on our social media platforms and we will contact our local news paper to have this information published to further inform our community.

2. Did you consult with your Regional Administrator while completing this application? Yes ☒ No ☐
3. Can these records be removed from the office during the project? Yes ☐ No ☒ N/A ☐

4. In what format do these records exist? Select all that apply.

Paper ☒ Electronic Files ☒ Microfilm ☒ Microfiche ☐ Aperture Cards ☐

Other: _____

5. Can this project be completed within a single grant cycle (18 months)? Yes ☐ No ☐
(grant cycle for Salary grants is 48 weeks)

6. Additional information/comments:

Re: Question 4. Marriage books in section 1 (1998-2018) have not been microfilmed. This office has used office funds to digitize marriage books #308-325 (2009-2018). This office plans to dedicate a staff member to digitize and index marriage books #1-4 from the original documents as these are the earliest recordings and are in the poorest condition.



Kentucky Department for Libraries and Archives
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Part D: Certification

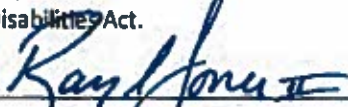
Statement regarding expenditure of funds: The applicant agrees that funds granted under the Local Records Program will be spent solely in accordance with the project description and budget statement presented in this application. The grant recipient acknowledges that any changes in the submitted plan of project work, funding, or length must be submitted in writing to, and approved in advance by, the Kentucky Department for Libraries and Archives.

Statement regarding archival and records management policies and procedures: The applicant agrees to comply with all policies, procedures, and standards deriving from Kentucky Revised Statutes, Kentucky Administrative Regulations, as well as the policies of the Kentucky Department for Libraries and Archives and the State Libraries, Archives, and Records Commission concerning management, preservation, reproduction, and storage of public records in addition to those dealing with the official recording of such records in government offices, whether on paper, microfilm, or other medium.

Statement regarding project status and financial expenditure reporting: The applicant agrees to submit biannual Project Status and Financial Expenditure Reports during the course of the project and at the end of the project as specified in the grant contract. The grant recipient also agrees to create a separate grant fund account, maintain separate financial and programmatic records on this project, and retain source documentation such as canceled checks, paid invoices, payrolls, or other accounting documentation, which would facilitate an audit as required by statute, regulation, or administrative procedure.

Statement regarding continued records management and preservation support: The applicant agrees to make budgetary allowance to continue the work begun by this project to better manage, preserve, and secure the current and future records of this agency. The applicant also recognizes that such an allowance is a necessary operating expense that must be budgeted for on a regular basis

Statement regarding the Americans with Disabilities Act: The applicant agrees to comply with the Title II provisions of the Americans with Disabilities Act and to submit to the Department, upon request by the Department, documentation that demonstrates compliance with the Title II requirements of the Americans with Disabilities Act.



Authorized Local Government Official



Typed or Printed Name and Title



Date



Official Custodian of Records



Typed or Printed Name and Title



Date



RHONDA TAYLOR

Clerk of Pike County

146 Main Street

P.O. Box 631

Pikeville, Kentucky 41502

INVITATION FOR BID PROPOSAL

Phone: (606) 432-6211

Fax: (606) 432-6370

The Office of the Pike County Clerk is applying for a Kentucky Local Records Program grant and is now accepting bid proposals for services/equipment/supplies.

1. Bid proposals for micrographics services will only be considered from offerers whose laboratories are certified by the Kentucky Department for Libraries and Archives, or from offerers who use certified laboratories to process their microfilm.
2. Work must be performed in accordance with applicable policies and regulations of the Kentucky Department for Libraries and Archives as stated in 725 KAR 1:050. Microfilm produced with grant funds must be tested and approved by the Department before authorization for payment will be given.
3. Copies of digital images created as a result of this project must be supplied to the Kentucky Department for Libraries and Archives upon completion of the project and before payment is rendered.
4. Offerers will supply all required diazo copies to the Kentucky Department for Libraries and Archives of any microfilm created as a result of the project once the primary copy has cleared quality control.
5. Roll microfilm used in this project must be polyester based.
6. Micrographics services offerers must indicate the roll length that will be used and provide an estimated roll count for each line item that is accurate to within one roll.
7. Grant funds may be expended for initial quality control costs. Costs accrued from additional quality control services will be the sole responsibility of the offerer.
8. Offerers for services must make an on-site examination of the materials before submitting a bid proposal. Special conditions or needs (photostats, bindings, physical conditions, formats, etc.) must be taken into account before a proposal is submitted. All proposals must include the date the on-site examination was made.
9. Clarification of terms, descriptions, conditions or specifications for equipment/supplies is the sole responsibility of the offerer.
10. Bid proposals must include separate, itemized price quotes for each line item of the proposed project, or section for which the offerer is making a proposal, and a total cost of all sections bid on.
11. Offerers must provide services or materials within the term of the grant following the beginning of the FY1920 and subsequent availability of state funds.
12. Written notification from the local agency and the signed, returned obligation statement shall constitute a legal obligation on the part of the offerer to provide the services as stated.
13. Selection of a bid proposal is contingent upon the award of the Local Records Program grant and subsequent availability of state funds.
14. Written proposals must be received no later than March 11, 2019 to be considered.

Rhonda Taylor, Clerk
Signature/Title

Rhonda Taylor
Printed Name

2-19-19
Date

Pike County Clerk

February 19, 2019

Security Microfilm/Scanning/Indexing Specifications:

Section I

Microfilm in 16mm using polyester-based film, in comic mode according to blipping instructions in the memo dated October 8, 1990 the following:

- 44 Marriage Books #282-325 (1998-2018) – L1234
- 1 General Index to Recorded Instruments (1822-2018) – L1318 (System index)
 - *Note: Bid must include cost for Diazo copies for all film*

Section II

Scan Marriage books, upload scanned images to the current electronic indexing/imaging system and marry/link images to current system index and create indexes as needed.

- 22 Marriage Books #286-307 (1999-2009) – L1234
 - *Note: Bid must include a copy of all images*

Section III

Scan Marriage books, upload scanned images to the current electronic indexing/imaging system and marry/link images to current system index and create indexes as needed.

- 273 Marriage Books #5-277 (1866-1997) – L1234
 - *Note: Bid must include a copy of all images*

NOTE: It is the sole responsibility of the prospective bidder to evaluate volume conditions, sizes, sheet/page counts, images and any other aspect of this bid not explicitly expressed in these specifications.

Bids must be returned to this office by March 11, 2019

IF YOU DO NOT WISH TO BID, PLEASE SUBMIT A NO BID.

If you have any questions, please contact:

Rhonda Taylor
Pike County Clerk
146 Main Street
Pikeville, KY 41502
Phone: (606) 432-6211
Rhondak.taylor@ky.gov

Thank You



Honorable Rhonda Taylor
Pike County Clerk
146 Main Street
Pikeville, KY 41501

February 27, 2018

Dear Rhonda,

Thank you for the opportunity to provide you with this proposal in response to your RFP. As always, we consider it a privilege to provide you with these services. Attached on the following page, I have priced our services accordingly. If you have any questions, please feel free to email or call me.

Respectfully,

Ben Gurrola
President
Data Records Management Services, LLC



Overview:

The Pike County Clerks office is challenged with preservation of printed books. Over the years, these books can endure hardships and eventually lose credibility. In an effort to preserve the marital history of Pike County, the clerk's office has issued an RFP. Once complete, this will allow the public to search any marriage bond in the Marriage program rather than using the books. This will prevent any additional wear and tear and permanently archive these books to microfilm insuring the preservation of Pike County History.

RFP – Section 1**Microfilm 44 marriage books #282-325 (1998 – 2018) – L1234**

282-305 (approximately 750 pages each) 18,000 pages digitize @ 11.9 cents per image = \$2,142.00

282 – 325 (33,000 images) microfilm @ 4.9 cents per image = \$1,617.00

11 rolls of microfilm for permanent archiving @ \$29.75 each = \$327.00

11 rolls of Diazo Copies @ \$24.75 each = \$272.00

Develop 22 rolls @ \$24.95 each = \$549.00

Professional services 3 hours per roll (22) for compiling, targets, writing and QA @ \$39.95 = \$2,637.00

Onsite professional services for digitizing books 282-305 includes prepping (removing staples, breaking apart books and reassembly including re-stapling) 2 hours per book @ \$37.95 per hour = \$4,445.00

Per diem of 2 people with 3 days @ \$225 each = \$1,350.00

Upgrade marriage program with additional storage and resources 8 hours of IT @ \$150 per hour \$1,200

1 general index to recorded instruments 95,000 pages @ 4.9 cents per page = \$4,655.00

30 hours of IT time for compiling index @ \$150 per hour = \$4,500.00

32 rolls of 110 foot microfilm for permanent archiving @ \$29.95 per roll = \$569.00

32 rolls of 110' diazo copies at \$24.95 per roll = \$474.00

Develop 64 rolls of microfilm @ \$24.95 per roll = \$1,599.00

Professional services 3 hours per roll @ \$39.95 for compiling, targets, writing and QA = \$7,670.00

Total Section 1: \$34,006.00

Section 2

Scan, upload to vendor system and index

22 Marriage books #286 – 307 (1999-2009) – L1234

22 books with approx. 750 pages each (16,500) @ 11.9 cents per image = \$1,963.50

Index marriage book with approximately 350 records per book at \$1 per document = \$7,700.00

On-site professional services for digitizing books 282-307 includes prepping (removing staples, breaking apart books and reassembly including re-stapling) 2 hours per book @ \$37.95 per hour = \$4,445.10

Upload to marriage system, QA and confirm 4 hrs @ IT professional time of \$150 per hour = \$600.00

Onsite professional services including travel and per diems (2 days, 2 people) = \$1,200.00

Total Section 2: \$15,909.00



Section 3

Scan Marriage Books, upload to current electronic indexing/imaging system and link images to current system and create index as needed

273 Marriage Books #5-277 (1866-1997) – L1234

#5 Fragil with torn pages, non break apart with bleed overs 592 pages at \$1332.00

223 books non break apart with hand written marriage licenses with avg of 600 pages

Onsite professional services 2.5 hrs prep time per book – 557 hrs. @ \$36.95 per hour = \$20,600.00

Scanning of Non-break apart books - 133,800 pages. Discounted @ \$.75 per page(50% discount)

\$100,350.00

Books 5-234 Index handwritten @ \$300 per book into marriage system \$69,000.00

Books 235-277 break apart standard, scan @ 11.9 CPI (30,100 pages) = \$3,582.00

Index typed marriage licenses into system @ \$200 per book = \$8,600.00

7 old books with break apart binders (15, 31, 32, 38, 43, 44, 64) @ 11.9 CPI = \$500.00

Per diem is \$235 per employee per day. 25 days (2 persons) X \$235 each = \$11,750.00

Discount Total when combined with section 1&2 = **\$215,714.00**

General Conditions:

Data Records Management Services will take all necessary actions to ensure that all images are captured in a quality that closely resembles the original. This office will have 90 days after receipt of the archived documents to examine them for quality and completeness. If any inadequacies are discovered during that 90-day period, Data Records Management Services will re-scan the affected documents at no charge to the customer. If no inadequacies are discovered during that 90-day period, Data Records Management Services will be held harmless from any such claim from that date forward.

Billing Terms:

Data Records Management Services will invoice for services performed and completed.

First invoice for scanning portion of the project will be provided once scanning is complete.

Second Invoice is payable upon delivery and completion of the project.

Acceptance:

Your signature of acceptance constitutes our entire agreement.

Pike County Clerk
Rhonda Taylor

Date



March 11, 2019

Honorable Rhonda Taylor
Pike County Clerk
146 Main Street
Pikeville, KY 41502

Dear Hon. Rhonda Taylor,

Please find enclosed the proposal for the digitization (including image capture and processing) and creation of archival microfilm of Pike County's volumes. This proposal is presented by Kofile Technologies, Inc. (Kofile).

With Kofile, Pike County has access to the world's foremost microfilm experts, leaders, technology, and machines. Kofile works closely with Eastman Park Micrographics, Inc. (EPM)—as our parent company owns and operates it, and we share a facility. Kofile has completed numerous microfilm conversion projects for government records. All microfilming procedures are archival quality and produced according to ALLM, NIST, and ANSI Standards. Our history in meeting precise records management requirements is exceptional.

Pike County is assured of the Best Value for any digitization and microfilm project, especially for those requiring legible images and addressing poor resolution and/or damaged originals. Because Kofile digitally images and processes images prior to producing microfilm, the County is assured of receiving the highest quality microfilm images and accurate blips/targets.

Kofile will follow all Kentucky Department for Libraries and Archives policies and regulations and agrees to have microfilm tested and approved by the department prior to payment authorization. Blipping standards will adhere to those set in the October 8, 1990 memo. All services will be provided within the term of the grant following the beginning of the 2019 fiscal year and subsequent availability of state funds. Turnaround is an estimated 12 weeks from production commencement.

Please do not hesitate to contact us if you have any questions.

Sincerely,

Tim Baumgardner

Tim Baumgardner
Tim.Baumgardner@kofile.us

rmh



7903 THORNDIKE ROAD, GREENSBORO, NC 27409
P: 336/542-5115 F: 336/283-5327 INFO@KOFIL.EUS

PROJECT OVERVIEW

Without a signed Agreement, prices are good for 90 days from the date of this proposal. Upon approval, pricing remains firm for the Agreement term. Billing will occur on actual counts based upon the unit pricing herein.

PIKE COUNTY, KY PROJECT OVERVIEW							
SECTION	FORMAT	LEVEL OF SERVICE	VOLUME COUNT	IMAGE COUNT	16 MM ROLL COUNT	PRICE QUOTE OFF-SITE	PRICE QUOTE ON-SITE
Part I	Loose Leaf	IM/MM	45 vols.	45,454	6 rolls	\$29,364.54	\$41,035.66
Part II	Loose Leaf	IM/MM	22 vols.	17,600	3 rolls	\$9,856.00	\$14,960.00
Part III	Loose Leaf/Bound	IM/MM	207 vols.	158,000	-	\$102,418.68	\$136,885.00
ONSITE FEE ¹							\$15,000.00
GRAND TOTAL			273 vols.	221,054	9 rolls	\$141,639.22	\$207,880.66

¹ This fee will be assessed one time for entire project. If not all Sections are awarded, the fee will still apply to whichever sections are awarded.

Sections II and III Indexing Per Document Price*:

Handwritten: \$2.00/per document
Typescript: \$1.50/per document

*Billing will occur on actuals.

The inventory items will receive the following services as identified:

(IM) Archival Digitization—Image Capture, Processing, & Enhancements

- Capture at a minimum of 300 dpi at 256 gray levels. Images accumulate as Group IV bi-tonal images as a standard TIFF or PDF.
- Kofile's IMAGE PERFECT application software uses custom image clean up and enhancements such as deskew, despeckle, character repair, and zonal processing.
- Page Validation (Automated PG. Numbering for Validation).
- Annotations (Book, Volume, and Page) are electronically added on the digital image. Custom annotations are offered upon request.
- Images are named (tagged for the directory file structure) by Book, Volume, and Page.
- Each image is certified and sight-verified during quality control.
- The County receives one MASTER COPY and a COPY of all digital images captured. Kofile can hold a security copy of the images for safe keeping.

(MM) Archival Microfilm—Blip Formatting & Film Creation

- Create archival 16 mm (215' roll) or 35 mm (100' roll) polyester base microfilm.
- All work will be performed in accordance with the Kentucky Department for Libraries and Archives policies and regulations.
- Microfilm created in comic mode according to blipping instructions dated October 8, 1990.

Targets	<ol style="list-style-type: none">1. Each Title Target gets a two-level blip.2. Each Start of Retake and Start of Records Addition target gets at two-level blip.3. No other target gets a blip.
Pages/docs	<ol style="list-style-type: none">1. Each image/frame, including inserts and all indexes, gets a single-level blip.2. Each Retake and Record Addition image/frame gets a single-level blip, whether the page or document is numbered or not.3. When filming multiple images of the same page or document, put the blip only on the first image.4. Blip documents after corrections.
Photostats	<ol style="list-style-type: none">1. When filming Photostats, film the darker shot first in order to get the blip dark enough to be read on automated readers.
Density	<ol style="list-style-type: none">1. The density of blips must be at least a .8 in order for them to be easily recognized by the reader-printer.
Blip Location	<ol style="list-style-type: none">1. Place all blips at the leading edge of the image/frame in the lower left blip channel. The blip channel must be free of all other images.

CONDITION ASSESSMENT

A Kofile representative assessed the inventory for this project on-site. These volumes range from good to poor condition and are comprised of bound and loose-leaf manuscript (*handwritten*), typescript, negative Photostat, and photocopy pages. This condition assessment was conducted on March 5, 2019.

PROJECT INVENTORY & ITEMIZED PRICING

The following tables includes the project inventory and itemized pricing for items detailed in Attachment A of the Bid.

KEY	Format & Notes	
BD	Bound	LL Loose Leaf

PIKE COUNTY CLERK, KY—PART I PROJECT INVENTORY & ITEMIZED PRICING								
RECORD SERIES TITLE	VOL. QTY.	DATE	IMAGE COUNT	FORMAT	ROLL COUNT	LEVEL OF SERVICE	OFF-SITE PRICE QUOTE	ON-SITE PRICE QUOTE
Marriage Books	44	1998-2018	35,200	LL	5	IM/	\$19,008.00	\$27,808.00
General Index to Recorded Instruments	1	1822-1939	10,254	LL	1	MM (16 mm)	\$10,356.54	\$13,227.66
TOTAL	45		45,454		6		\$29,364.54	\$41,035.66

PIKE COUNTY CLERK, KY—PART II PROJECT INVENTORY & ITEMIZED PRICING						
RECORD SERIES TITLE	VOL. QTY.	DATE	IMAGE COUNT	FORMAT	OFF-SITE PRICE QUOTE	ON-SITE PRICE QUOTE
Marriage Books	22	1998-2009	17,600	LL	\$9,856.00	\$14,960.00

PIKE COUNTY CLERK, KY—PART III PROJECT INVENTORY & ITEMIZED PRICING						
RECORD SERIES TITLE	VOL. QTY.	DATE	IMAGE COUNT	FORMAT	OFF-SITE PRICE QUOTE	ON-SITE PRICE QUOTE
Marriage Books	273	1866-1997	122,108	BB/LL	\$102,418.68	\$136,885.00

From: Guy Zeigler <gzeigler@smllc.us>
Sent: Wednesday, February 27, 2019 12:46 PM
To: Taylor, Rhonda K (Pike County Clerk)
Cc:
Subject: Invitation to Bid

Good Afternoon Rhonda,

Thank you for the Invitation to Bid on your KDLA grant project. We appreciate the opportunity to participate. However, at this time we submit "No Bid".

Sincerely,

Guy Zeigler
Software Management LLC